

TEXAS WORKFORCE COMMISSION

APPLICATION SELF-SUFFICIENCY FUND PROGRAM

Applicant Information:

An applicant for a Self-Sufficiency Fund grant must be a public community or technical college, a community-based organization (501(c)(3)) or the Texas Engineering Extension Service (TEEX).

APPLICANT INFORMATION	
Applicant Organization Name:	
Address:	
City/State/Zip:	
Contact Name:	
Contact Title:	
Telephone:	
E-mail Address:	

GRANT AMOUNT AND JOB INFORMATION	
Requested Grant Amount:	\$
# Trainees:	

TWC ACCOUNT NUMBER AND FEIN NUMBER	
TWC Account Number:	
Federal Employer Identification Number (FEIN):	

1. Please complete Table 1 by providing the requested information for the list of targeted occupations for which training will be provided.

TABLE 1: OCCUPATIONAL INFORMATION				
Occupation	Industry	SOC Code	Projected Number of Trainees	Anticipated Wages at Placement

Proposed Training:

- 2. Provide a summary of the proposed training project and include how the applicant collaborated with local businesses to do the following:
 - a. Determine the industry training needs; and
 - b. Develop the proposed job skills training curricula to meet the industry needs.

Applicant Response:

- 3. Describe how is the Local Workforce Development Board (Board) involved in the proposed project.

Applicant Response:

- 4. List training providers that will be directly providing training to participants in the project.

TABLE 2 – TRAINING PROVIDERS INVOLVED IN PROJECT (Including Applicant)	
Name of Training Provider	Training Courses Titles

- 5. Identify the certification, licensure, and/or registration that each entity listed in Table 2 must have to be able to provide training (if applicable). Provide verification that each of the identified entities is in good standing regarding the required certifications, licensures, and/or registrations. This may include links to the certification, licensure, and/or registration documents or letters from the certifying or licensing entity.

Applicant Response:

- 6. Describe each training provider’s prior experience and demonstrated performance in directly providing training or services to the targeted population including number of participants served and placed in employment (if available).

Applicant Response:

- 7. List any industry-based certifications that trainees will receive upon successful completion of training. (**Important Note:** A certificate is a document awarded in recognition of the attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. A course that merely awards a certificate of completion does not qualify.)

Applicant Response:

- 8. List the names of the entities that will be providing support services to the participants in the project and describe the services they will provide. Explain why the support services are necessary for the trainees who will participate in the proposed training activities. Describe how these services will assist trainees to do the following:

- a. Prepare for and participate in training activities; and
- b. Make the transition from the training activities to employment.

Applicant Response:

Trainee Information:

- 9. Explain how the proposed training will link participants to employers upon completion of training.

Applicant Response:

- 10. Describe the projected career pathway for success once this initial training is complete.

Applicant Response:

Training Curricula, Objectives, and Outcomes:

- 11. Complete Table 3 to reflect each training course to be provided, as well as the number of trainees for each course and the number of training hours each trainee will receive (the number of training hours may be an average). Include any certificates or credentials that trainees will receive upon successful completion of training. Please follow the example provided below when completing this table.

TABLE 3 – TRAINING COURSES and TRAINEE HOURS (Example)					
Training Provider	Title of Training Course	CIP Code	Training Hours to be Received by Each Trainee	Total Number of Trainees	Certificate or Credential to be Obtained
ABC College	Occupational Safety and Health Administration (OSHA) 10	15.0701	10	10	OSHA 10
Machinery Technical Cert	Fabrication Fundamentals	22.2222	40	15	Not Applicable

TABLE 3 – TRAINING COURSES and TRAINEE HOURS					
Training Provider	Title of Training Course	CIP Code	Training Hours to be Received by Each Trainee	Total Number of Trainees	Certificate or Credential to be Obtained

12. For each of the training courses identified in Table 3, provide a description of the skills trainees will learn and be able to successfully demonstrate. Please follow the examples provided below and include all courses in alphabetical order.

Sample Course Description 1

OSHA 10:
 This course covers OSHA (Occupational Safety and Health Administration) policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. The need is to place special emphasis on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the trainee will be able to:

- recognize common occupational hazards;
- describe the components of effective workplace design and accident prevention programs; and
- demonstrate correct selection and safe use of personal safety equipment.

Sample Course Description 2

Fabrication Fundamentals:
 An introduction and practical application training using welded steel, brushed aluminum, sheet metal, casting, foam, wood, MDF, and plastics processes. Also addresses paint, anodizing, plating, powder coating, and the application of cold metal finishes. Upon successful completion, the trainee will be able to:

- prepare a variety of molds using welded steel, brushed aluminum, sheet metal, casting, foam, wood, MDF, and plastics;
- paint, anodize, and plate molds; and
- apply cold metal finishes.

Applicant Response:

13. Explain your organization’s prerequisites for entry into the training program? Include such examples as entry/exit evaluations and training hour completion requirements.

Applicant Response:

14. Apart from technical training required for certification, what other training courses will you include to participants (such as soft skills)?

Applicant Response:

Costs and Funding Sources for the Proposed Training:

15. Complete Table 4 below to identify all other sources of funding for the proposed project. These sources may include resource contributions from local, state (e.g., economic development or local municipalities), and federal funds (e.g., WIOA). An In-kind contribution is a contribution of a good or a service other than money either tangible or intangible.

TABLE 4 – SOURCES OF FUNDING FOR PROPOSED PROJECT

Cash or In-kind?	Source/Description	Estimated \$ Amount
		\$
		\$
		\$

Applicant Acknowledgement and Assurances:

By signing below, the applicant hereby acknowledges that this proposal is being submitted in order to request funding for a training project under the Self-Sufficiency Fund. Further, the applicant agrees to adhere to all reporting requirements, as well as the rules and regulations governing this funding, including, but not limited to:

- The Texas Administrative Code, Section 40, Part 20, Chapter 835; and
- The Texas Labor Code, Chapter 306.

Proposal Attachments:

The following is a checklist to assist the applicant in ensuring that all required items are included in the proposal package. These items include the following:

- Completed and signed Proposal Submission Form
- Completed Budget Detail Form
- Completed and signed Local Workforce Development Board Review and Comment Form
- A letter of support from at least one local employer for each of the targeted industries in which workers will be trained.
- Financial Management System Questionnaire forms completed and signed by the applicant
- Copies of the training provider’s certification, licensure and/or registration documents or letters from the certifying or licensing entity (if applicable)
- Evidence of the applicant’s established 501(c)(3) status, as recognized by the Internal Revenue Service Code of 1986, as amended (if applicable)

_____ Authorized Signature	_____ Title
_____ Typed Name	_____ Date

APPLICATION SUBMISSION GUIDELINES

SELF-SUFFICIENCY FUND PROGRAM

Introduction

Thank you for applying for a grant through the Self-Sufficiency Fund (SSF) program. By participating in this program, you play a critical role in assisting participants in acquiring skills training that leads to permanent employment with self-sufficient wages. A high-quality proposal is one that demonstrates: 1) the strong participation of businesses that identify the skills they need to expand their workforce; 2) collaboration with the local workforce development area (workforce area); and 3) commitments to help Texans increase their skills levels and wages.

This online application is based on the requirements set forth in Chapter 835, Self-Sufficiency Fund and the Texas Administrative Code, Title 40, Part 20.

A successful SSF program is measured on the following:

- Participant must complete the training program;
- Training must lead to an industry- recognized certification;
- Participant must meet entry-level wage (wages based on LMI data from the specific workforce board area where the training will take place) upon placement after completing the training.

The SSF program objectives are:

- To provide training for targeted employment opportunities to allow adult Temporary Assistance for Needy Families (TANF) recipient, individuals being of low-income status or individuals at risk of becoming dependent on public assistance to achieve self-sufficiency;
- To the extent practicable, to provide SSF services in all areas of the state and ensure expansion of the state's capacity to respond to workforce training needs;
- To collaborate with Board contractors, Workforce Solutions Offices, and other entities to establish referrals of eligible trainees;
- To develop projects that at the completion of training will result in the attainment of an industry-based certifications for the participants in the training project in one of the following targeted occupations lists by Board area or statewide at <https://twc.texas.gov/partners/target-occupations#targetOccupationsByBoardArea>
- To develop projects that include contributions from other resources that are being committed to the job-training project; and
- To develop projects that at the completion of training will result in the greatest economic benefit to the public, in the form of enhanced worker skills and positive economic impact within the local community for each dollar invested in worker training.

Further information is available on the Texas Workforce Commission (TWC) [Self-Sufficiency Fund web page](#). If you have additional questions about the program or proposal submission process, please contact us at: ssf@twc.texas.gov.

Application Requirements and Guidelines:

Application information must be submitted using the fillable form provided on the [SSF web page](#). **Applications that are not submitted in the required format will be disqualified.** Applicants are encouraged to use the checklist on the Applicant Acknowledgement and Assurances page of the application to ensure that all required components are included in the proposal package.

TWC will only consider funding for complete applications that include the following components:

1. **Application Form Including Budget Detail (<https://www.twc.texas.gov/files/businesses/self-sufficiency-fund-program-budget-detail-form-twc.pdf>).** Every section must be completed and detail provided, and the applicant must sign the form using DocuSign.
2. **Local Workforce Development Board Review and Comment Form (provided on website):** The applicant must ensure that the Board(s) in the workforce area where employers providing a letter of support are located. The Board will need to discuss the following:
 - a. Its role in the proposed training project;
 - b. How the project supports the Board's strategic goals and objectives;
and
 - c. Any additional factors that should be considered by TWC in the evaluation of the proposal.
3. **Financial Management System Questionnaire Form(s) (FMSQs) (provided on website):** All nonprofit and community-based organization applicants, as well as each training provider identified in Table 2 of the Proposal Submission Form, must complete and sign an FMSQ.
4. **Evidence of the Applicant's 501(c)(3) Status,** as recognized by the Internal Revenue Service Code of 1986, as amended (if applicable).
5. **Letter of Support:** The applicant must provide a letter of support from at least one local employer for each of the targeted industries in which workers will be trained. Trainees may be placed with any employer in the industry for which they receive training, not only those with a documented letter of support. These letters must address the following:
 - They support the applicant going into the grant;
 - Identify the number of open positions for the occupations included in the project;
 - Identify industry certifications that are acceptable to their organization; and
 - They will provide assistance in setting curricula and standards for the job-training program developed and will consider hiring graduates of the programs who meet all criteria for related open positions with their business.
6. Proposals may be submitted year-round. Submitters are encouraged to reach out to Employer Engagement and Community Outreach at ssf@twc.texas.gov for technical assistance, assistance with development of quality projects, and review of draft proposals prior to formal submission.
7. Community-based Organizations 501c3 will be reviewed by our Fraud Deterrence and Compliance Monitoring Division prior to an application being reviewed.
8. TWC will keep applicants informed of the status of their proposals throughout the evaluation period. An applicant will be notified once a proposal is received.
9. Applicants must submit a complete proposal package by email to: ssf@twc.texas.gov. The package must contain all the required components. Once a proposal package has been submitted, applicants will be contacted within 48 hours.